

## **EOS HEALTH RECORDS & LOOSE FILING TRANSPORT TO SRRC**

### **I. PURPOSE:**

This appendix has been established to assist with transporting of EOS medical records to the Statewide Record Retention Center (SRRC).

### **II. INSTITUTIONS RESPONSIBILITIES PRIOR TO FORWARDING EOS RECORDS TO THE SRRC:**

The sending Health Information Specialist (HIS) or designee will ensure the following guidelines are met:

1. Obtain all record sets (medical, dental, psychological, mental health, inactive, infirmary).
2. Remove dividers from records (send dividers to nearest reception center for recycling).
3. Pack all record sets in a box.
4. Complete *EOS Record Inventory Form* (see [example #1](#) below) for each box ensuring that all columns are completed on the spreadsheet (only one excel document for entire shipment).
5. Place one copy of the *EOS Record Inventory Form* in the box.
6. Seal the box, attach an *EOS Box Medical Label* (medical cross) noting your institution and the box number. (Note: It is suggested that you begin each year with box #1 and continue the sequence of numbers until the end of the year).
7. Complete DC2-574, *Transmittal and Receipt for Records Storage* for each box ensuring all areas of the form are addressed. In section 13, state "See attached".
8. Complete an *EOS Record Receipt*.
9. Deliver records to local warehouse for pickup.
10. Once delivered for pickup, send email to [SRRC-Medical@fdc.myflorida.com](mailto:SRRC-Medical@fdc.myflorida.com) and to the assigned regional farm program manager and include date of drop off, the name and/or location of the warehouse, the total number of boxes and an attachment of the associated inventory (example #1) with the shipment and a copy of the DC2-574.

### III. TRANSPORTING OF HEALTH RECORD TO SRRC:

1. The use of the farm program vehicles to transport these inactive medical records from the institutions throughout the four regions to the SRRC- Inactive Medical Records for retention and storage.
2. The records will be transported using enclosed box trucks, cargo trucks, pick-up trucks and closed-trailer semis that have locking mechanisms.
3. All inactive medical records will be accompanied with DC2-574, *Transmittal and Receipt for Records Storage*, with a spreadsheet detailing all medical records being transported (see [example #1](#) below).
4. Duplicate copies will need to be made and retained by medical.
5. The DC2-574 will be signed by the driver and a copy (of all documents) will be retained by the HSA at the sending institution for their records.
6. The boxes should be palletized, shrink-wrapped and ready to load. If the volume of records to be shipped is minimal, single boxes can be transported, however, they will be placed on pallets to keep all boxes off the floor of the transport vehicle.
7. While transporting records to the SRRC, stops could be required. During these stops, drivers will be responsible for maintaining security of the medical records.
8. If for any reason the driver must leave truck unsupervised, they will ensure that all contents are locked and secured.
9. An inventory list of records to be picked up will be provided by the CHCC to the farm program in order to schedule transports. It is understood that during the busiest crop distribution times, the EOS record transports may experience delivery delays.

### IV. FORWARDING LOOSE FILING FOR EOS RECORDS:

1. All loose filings need to be sent USPS to Statewide Records Retention Center (SRRC), Attn: Inactive Medical Records, 7819 NW 228<sup>th</sup> Street, Raiford, Florida, 32083.
2. Additional packaging requirements can be found in HSB 15.12.03 Appendix A (H)(7).
3. Please note EOS date, Institution, Inmate name and DC# on each page.

